

11 August 1960

TO: Acting Chief, [redacted]
 Chief, General Services Branch
 Chief, Reproduction Branch
 Chief, Supply Branch
 Chief, Transportation Branch

STATIN

SUBJECT: Designation of Acting Chief, Services Division

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1. During my absence [redacted] Chief, Reproduction Branch, will be Acting Chief, Services Division, for the period 14 August through 18 August 1960; and [redacted] Chief, Supply Branch, will serve as Acting Chief, Services Division, for the period 19 August through 4 September 1960.

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2. All correspondence and other documents normally prepared for the signature of the Chief, Services Division, will be prepared for the signature of the Acting Chief, Services Division. Likewise, all actions requiring the approval of the Chief, Services Division, will be approved by the Acting Chief, Services Division. All contacts with the Chief, Administrative Staff, will be made by the Acting Chief, Services Division, during the period of my absence.

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 [redacted]

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cc: Chief, Administrative Staff

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 NO CHANGE in Class. ☒
☐ DECLASSIFIED
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 DDA Memo. 1 Apr 77
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 Date: 5 APR 1978 By: [redacted]

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